



TOWN OF KITTERY

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1329 Fax: (207) 439-6806

WORKSHOP 5:30 p.m.

The Kittery Town Council will hold a joint workshop with the Wood Island Advisory Committee, the Wood Island Life Saving Station Association and the Town Manager to review and discuss the Wood Island Life Saving Station repair agreement.

July 13, 2015

Council Chambers

Kittery Town Council
Regular Meeting
7:00 p.m.

1. Call to Order
2. Introductory
3. Pledge of Allegiance
4. Roll Call
5. Agenda Amendment and Adoption
6. Town Manager's Report
7. Acceptance of Previous Minutes – 6/22/15 Special Meeting
8. Interviews for the Board of Appeals and Planning Board
9. All items involving the town attorney, town engineers, town employees or other town consultants or requested officials.
10. PUBLIC HEARINGS

(070115-2) Kittery Town Council moves to hold a public hearing on a renewal application from Tributary Brewing Co., LLC, 5 Winding Brook Ln., So. Berwick, ME for a Special Activity Amusement Permit for Tributary Brewing Company, 10 Shapleigh Rd., Suite A.

11. DISCUSSION

- a. Discussion by members of the public (three minutes per person)
- b. Response to public comment directed to a particular Councilor
- c. Chairperson's response to public comments

12. UNFINISHED BUSINESS

(060315-5) Kittery Town Council moves to discuss a motion on the floor from the June 22, 2015 meeting, authorizing the Town Manager and Finance Director to issue to the Rice Public Library two payments of \$112,103 within the first six months of the fiscal year. The additional 50% to be disbursed in April of the fiscal year, if the work of the committee established, meets a consensus and the Town Council is satisfied with the financial planning taken by the Library.

13. NEW BUSINESS

a. Donations/gifts received for Council disposition - None

b. (070115-3) Kittery Town Council moves to adopt the resolution entitled "Resolution Authorizing Issuance of Bonds and Temporary Notes in Anticipation of Bonds, in the Principal Amount of \$958,015 to fund Municipal Facilities Capital Improvement Projects."

c. (070115-4) Kittery Town Council moves to adopt the resolution entitled "Resolution Authorizing Issuance of Bonds and Temporary Notes in Anticipation of Bonds, in the Principal Amount of \$1,300,000 to fund Road Infrastructure Capital Improvement Projects."

d. (070115-5) Kittery Town Council moves to adopt the resolution entitled "Resolution Authorizing Issuance of Bonds and Temporary Notes in Anticipation of Bonds, in the Principal Amount of \$821,817 to fund School Facilities Capital Improvement Projects."

e. (070115-6) The Kittery Town Council moves to approve the disbursement warrants.

f. (070115-7) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Mary Safford Wildes Trust to interview Jeffrey Thomson for his re-appointment to that board until 2/28/18.

g. (070115-8) The Kittery Town Council moves to authorize the Town Manager to enter into a lease purchase agreement with M.S.T. Government Leasing, LLC for the refunding and financing of copiers, in the amount of \$57130.73 at a rate of interest of not more than 2.890% per year through August 1, 2020.

h. (070115-9) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Shellfish Conservation Committee to interview Jean Treacy for re-appointment to that board until 4/1/18.

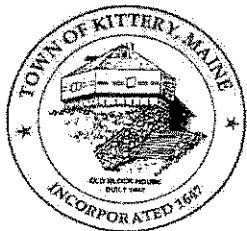
i. (070115-10) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Conservation Commission to interview Karen Saltus for re-appointment to that board until 5/31/18.

j. (070115-11) The Kittery Town Council moves to appoint a representative to meet with the Chair of the Conservation Commission to interview Earledean Wells for re-appointment to that board until 5/31/18.

k. (070115-12) The Kittery Town Council moves to appoint Maryann Place as Acting Town Manager from July 20-23, 2015, during the Town Manager's absence.

14. COUNCILOR ISSUES OR COMMENT
15. COMMITTEE AND OTHER REPORTS
 - a. Communications from the Chairperson
 - b. Committee Reports
16. EXECUTIVE SESSION
17. ADJOURNMENT

Posted: July 09, 2015



TOWN OF KITTERY

Office of the Town Manager

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1329 Fax: 207-439-6806

ncolbertpuff@kitteryme.org

Nancy Colbert Puff
Town Manager

Town Manager's Report to the Town Council July 13, 2015

1. **So. Maine Planning & Development Commission – Executive Committee** – At SMPDC's Annual Meeting I was appointed as a member of the Executive Committee.
2. **Interim Town Assessor** – Upon Bruce Kerns' retirement, I intend to hire Municipal Resources, Inc. (MRI), to provide assessing services for an interim period of up to 90 days. I expect Paul McKenny to be the firm's lead working in Town Hall two days per week (or more, depending upon workload). Paul is quite familiar with Kittery, having worked on the recent revaluation. Paul is now part of a six-member assessing unit of MRI. The firm will charge \$85/hour for his services, and will assume all the responsibilities of an Assessor in the State of Maine. In addition, I have asked MRI to evaluate the operations of the Department and make recommendations for improvement.
3. **Bond Referendums** – Finance Director Cindy Saklad and I have had initial conversations with our bond advisor and bond counsel as to the timing and mechanics behind issuing debt pursuant to the voter approvals given at the June election. On this agenda Council will take the first step towards this process by authorizing the sale of bonds/BANS. I've attached a full schedule of activities, with a projected sale date of September 1st.
4. **Fort Foster Pier** – Thanks to the hard work of the DPW team, the Pier is open. Thanks to Commissioner Norm Albert for finding a practical, cost-effective way to repair the pier and to his crew for working so diligently over the course of last fall and this spring to complete the task. Over 1,000 pounds of iron stakes, 200+ pounds of screws, and many, many replacement deck boards were used, as the crew reconstructed the deck, railings, viewing areas, and benches.
5. **Healthy Beaches Program** – I received a wonderful phone message from the Coordinator of this program, which is a "partnership between the University of Maine Cooperative Extension/Sea Grant, the Maine Department of Environmental Protection, and local municipalities." She paid high compliments to all the Kittery volunteers who regularly sample our waters for quality testing, and post notice of any advisable warnings or closures. She noted that Page Mead, in particular, served as a remarkably dedicated leader of the exceptional volunteer team.

We regularly refer people to the Healthy Beaches web site (www.mainehealthybeaches.org) for more detailed information on beach status, testing results, and safety.
6. **Assistant Planner** – With regret I inform the Council that our recently hired Assistant Planner, Elena Piekut, has chosen to take her career in a different direction to serve the City of Dover, NH. She will leave us at the end of the month. We are advertising for her replacement.
7. **Accountant** – I am pleased to announce that we have promoted one of our Administrative Clerks to the position of accountant. Kathleen Rich, who came to us with a variety of accounting experience last November, will begin her new role in the Finance Department in the next two weeks. We congratulate Kathleen on her achievement!

8. **Library Committee** – The Committee Council asked me to establish is formed and will have its first meeting on the 15th. Membership includes Steve Workman, Tom Emerson, Kristina DeMarco, George Dow, Tom Newbold, and Debra Kam, in addition Lee Perkins and myself.
9. **Foreside Forum Implementation** - We are in discussion with MDOT to see whether a portion of the scope of work recommended by the Forums is eligible for matching grant funds from Planning Partnership Initiative (PPI). In addition,
 - a. I've asked DPW Commissioner to address some of the recommended improvements this summer (e.g. road restriping, crosswalk relocation);
 - b. The Comprehensive Plan will have a component that focuses on the Foreside; and
 - c. The KACTS-funded Walker/Wentworth project, which runs from Main Street to St. Raphael's, will address recommended streetscape improvements, bicycle/pedestrian use of the corridor, and on-street parking possibilities.
10. **Comprehensive Plan** – We will be advertising for consulting proposals to assist us in developing a new Comprehensive Plan. We expect to interview firms by the beginning of next month.
11. **Camp Postcard** – I'd like to recognize Kittery employees who have provided on-going volunteer support to Camp Postcard. "Camp POSTCARD ("Police Officers Striving to Create and Reinforce Dreams") is a free week-long summer camp for Maine 5th and 6th graders — helping them build relationships, learn life skills, change their perceptions of law enforcement, reduce high school dropout rates, and improve literacy and college acceptance rates." Police Lieutenant Russ French and Fire Chief Dave O'Brien have participated in this camp for many years, and Chief Ted Short also spent a day helping out this year.
12. **Spruce Creek Phase IV Kickoff** – On July 21st there will be a kick-off meeting for Phase IV of the Spruce Creek 319 grant in Town Council Chamber from 4:30-6 pm. All are invited to attend and learn more about the project, and new volunteers are especially welcomed!

In addition, the meeting will feature guest speaker, John Bucci, a research scientist at the University of New Hampshire's Department of Natural Resources and the Environment. He will discuss the basics of bacteria sources and how we can trace their origin to better understand and track bacteria "hotspots" in the watershed, along with explaining the advantages of mitochondrial assay methods to detect if the host source is human-based or not. Knowing this information enables the Town to employ different approaches for remediation depending upon the bacteria source.

13. **Parking Enforcement** – In concert with recommendations made during the Foreside Forum and requests of Councilors, there is a newly concentrated effort to enforce parking regulations in the Foreside and at Seapoint. Member of the public should be aware they will be subject to ticketing for violations.
14. **42 State Road** – The Planning Board is scheduled to consider final approval of a mixed use development on the corner of State Road and Love Lane. The proposed building will have retail space on the first floor with 5 residential units above. As with each issue before the Board, we now post all packet materials on line prior to the meeting – you can view this proposal here: http://www.kittery.org/Pages/KitteryME_PlanningAgendas/PB-Material-2015/PB%20MTG%20MATERIAL_7-9-15.pdf
15. **Update on 40 Old Post Road (Dineen property):** Town Council appeared before Superior Court in late June on procedural matters pertaining to the Council's demolition order. At the conclusion of

that session, Justice Fritzche ordered the burnt bus and the bread van be removed from the property. The deadline for both of these will have passed by Monday night – I will have more to report at the meeting.

16. **Sewer Extension Project – Betterment Assessment Letter sent to Abutters and Project Update** – As discussed at our last meeting, the Sewer Superintendent George Kathios has developed and sent a letter to all projects abutters in an effort to explain the process that Council will take up at the end of the project in order to set betterment assessments. I have attached a copy of this letter. In addition, a project update is attached.
17. **Summer/Fall Roadwork** – I have attached a list of repairs to Kittery's road system that DPW intends to work through this summer and into fall. We hope to invite the BETA Group to make a brief presentation to Council at one of its upcoming meetings to fully describe the Road Management Plan work program and its recommendations for future funding.

In addition, Kittery's roads are scheduled to be restriped mid-month.

18. **Resource Recovery Facility Baler** – After a thorough evaluation of all bids, we have awarded the baler purchase contract (including trade-in of our existing equipment) to Atlantic Recycling of Rollingsford, NH in the amount of \$288,050.
19. **Cook St. Sidewalk and Fort Foster Beach Accessibility** – In response to Councilor Lemont's concerns, the DPW has fixed the sidewalk at Cook Street. With regard to accessibility to the beach at Fort Foster, I received this information from Park Commission Co-Chair Page Mead:

“we have determined that due to the rocky nature of any water access point at FF it would be very costly to build a ramp structure that could withstand the elements or we would have to set-up and remove a wood structure any time a large storm threatens. Both options are prohibitively expensive. So, water access at Fort Foster has always been rejected.”

20. **Structure Fire at 19 Pepperell Road: Firefighter Insurance Coverage/DOL Findings** – In the aftermath of the June 1st fire at which one of our employees suffered a serious injury, I spoke with Councilor Denault about whether the Town should consider adding to its insurance coverage to ensure that our people are fully supported when such an incident occurs. We are in contact with other municipalities and the MMA to determine what might be advisable.

We did receive a visit from the Department of Labor (DOL) the day following the incident, and they have made four recommendations based upon their investigation. We have already addressed some of these, and see no issues with achieving each in the immediate term.

21. **KCC HVAC Repairs** – I am pleased to report that we have worked successfully with the design team led by Joel Bargmann, of Bargmann, Hendrie and Archtype (bh+a) to address needed repairs to the KCC unit ventilators. Bh+a will engage a contractor and monitor the work to be performed, with all warranties to be assigned to the Town.
22. **Vacation Request** – I would like to take vacation from July 20-23. Maryann Place has graciously agreed to temporarily step in for me, subject to your approval.

As always, if you have any questions or concerns prior to the meeting, please do not hesitate to contact me. Thank you.

Respectfully Submitted, Nancy Colbert Puff

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September 2015						
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Town of Kittery, Maine

\$3,079,000 2015 General Obligation Bonds &
 \$11,990,000 2015 General Obligation Bond Anticipation Notes
 Tax ID# 01-6000224; Base CUSIP: 498206

- Jul 3 Independence Day (State/Federal Holiday).
- Jul 13 Council authorizes Bonds and BANs sale.
- Jul 15 Notify Bond Counsel, Paying Agent, CUSIP and DTC.
- Aug 1 First draft of Preliminary Official Statement ("POS").
- Aug 12 Second draft of POS and Notice of Sale ("NOS").
- Aug 17 Due diligence meeting.
- Aug 18 Receive draft of legal opinion.
- Aug 18 Final draft of POS and NOS.
- Aug 18 POS and NOS to printer.
- Aug 18 Information to Rating Agencies.
- Aug 21 "Bond Buyer", on Bloomberg, *i-deal prospectus* and *i-deal Parity*.
- Aug 21 POS and NOS to rating agency and bidders.
- Aug 26 Final date for rating call.
- Aug 27 Assignment of ratings.

Sep 1 Bond Sale/BANs Sale.

- Sep 1 Award to lowest bidder.
- Sep 1 Notify Bond Counsel, Paying Agent, CUSIP and DTC.
- Sep 1 Information to market.
- Sep 1 Draft of IRS Form(s) 8038-G.
- Sep 7 Labor Day (State/Federal Holiday).
- Sep 9 Signing by municipal officials. Forward to Bond Counsel.
- Sep 11 Receipt from Bond Counsel. Forward to paying agent.
- Sep 11 Escrow for DTC *FAST* closing.
- Sep 14 DTC releases; Settlement w/purchaser.

Sep 15 Repay 2014 BANs.

- Jun __, 2016 MMBB CWSRF Bond closing.
- Sep 15, 2016 2015 BANs mature.



Town of Kittery, Maine

SEWER DEPARTMENT

200 Rogers Road, Kittery, ME 03904

Telephone: 207-439-4646 / Fax: 207-439-6806

June 23, 2015

Re: Sewer Betterment Assessments relating to Kittery Sewer Expansion Project:
Route 236, Dana Avenue, Manson Road,
Stevenson Road, and Martin Road

Many property owners along the current sewer expansion construction project have inquired about the sewer betterment fees and what they might anticipate being required to pay when the current sewer project is completed. The short answer is that the determination of the sewer assessment fees as it applies to each property cannot be determined until this sewer construction project is completely finished. The following information, however, may be helpful to explain how this process works.

When this sewer expansion project along the portions of the above-referenced Town roads is completed, the Kittery Town Council acting according to our Town Ordinance will determine the individual sewer betterment fees that will apply to each of the properties along these newly constructed municipal sewer lines. I am aware that some property owners have indicated that their existing sewer disposal system is in good working order so they should not be required to pay a sewer betterment fee toward the construction of these new sewer lines. Nonetheless, the Town's Ordinance requires that the sewer betterment assessment is to apply to all property owners along the sewer line whether or not the property owner decides to tie into the Town's sewer system.

As noted, our Town Ordinance relating to sewer construction and assessments fees requires the Town Council to determine the parcels of land [with or without structures thereon] that are required to pay the betterment assessments. Generally speaking, this includes all parcels that abut the roadways where a municipal sewer line is constructed. Our Ordinance requires the Town Council to determine a "just and equitable" formula for defraying the portion of the

expenses of the sewer construction that is to be assessed to these properties. The total amount of the combined individual assessments for all such parcels subject to the betterment assessment cannot exceed one-half of the total cost of the entire sewer project.

In other words, if the total construction cost of this whole sewer line extension project amounts to \$100, the total amount that can be financed through the combined assessments on each property cannot exceed one-half (50%) of this amount which, using this example, would be \$50. The remaining \$50 making up the total project cost of \$100 is to be paid out of the Sewer Department funds allocated for this purpose. Both these sources of funds (the Sewer Department's share and the sewer assessment fees) make up the total cost of completing the project.

The issue that concerns most property owners along the new sewer line is how much their individual parcel will be assessed through this sewer betterment assessment fee. Unfortunately, we cannot determine this until the project is completed and we know what the total overall cost turns out to be.¹ Presently, it is anticipated that this entire sewer construction project will be completed in late December of this year or early spring of 2016. We also know that there will be approximately 160 separate parcels that will be assessed a sewer betterment fee.

The Town has undertaken various sewer line extensions and construction projects in the past years and it has followed the same formula for determining the betterment assessment on each parcel involved in those projects.

In the past, the Town Council utilized a certain formula to determine the assessment on each parcel. This formula utilized a percentage calculation that included (1) the total lot size, (2) the total frontage of each lot on the public way, and (3) a standard equal unit amount for each parcel. Applying this formula to each property involved allows the sewer assessment fee for each separate parcel to be determined. When taken collectively, these individual assessment fees have produced the total aggregate that made up the 50% portion of the overall cost of sewer line

¹Kittery voters in June, 2013 approved a referendum for this sewer expansion that provided for a total cost for the project of up to \$7,586,525.

construction in past years.

We expect the process for determining sewer betterment assessments for the current construction project will work the same as past years although it is up to the Council to make the final determination. Once the sewer is complete in late December or early spring of 2016, the actual total amount of cost for this project will be determined. The Council will then determine the assessments on the approximately 160 parcels that will collectively make up the 50% of the total project cost.

Once the betterment fee is determined for each lot, the Town Council will file a plan with the Town Clerk showing the location of the sewer line with a profile description and the amount of the betterment fee assessed upon each lot. The Town Clerk will then notify each of the property owners of their individual assessments and advise each property owner of the time and place of the Council's public hearing giving each an opportunity to speak to the assessments. At this public hearing, the Town Council "shall have power to revise, increase or diminish any of the assessments." Any person who is dissatisfied with the assessment following the Council's public hearing may request to have their assessment finally determined by arbitration.

The Town's Ordinance dealing with the payment of assessments authorizes the Town Council to reach written agreements providing for the payment of individual assessments over a period of up to ten years for anyone wishing to pay on an installment basis. The interest rate for the payment over the term of the agreement payment period is to be determined by the Council.

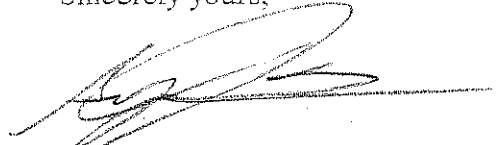
Summary

As noted, the amount of the individual sewer assessment cannot be determined until the sewer line construction is completed. The total assessment amount is to be spread over the approximately 160 parcels along the sewer line. The formula used by the Council to determine assessments is most likely to be based on the formula used in past sewer projects and will likely be based on the total area of the lot, the frontage on the public way, and a fixed uniform unit amount for each particular lot. As soon as all this information including the total cost of the project is known (probably in late December or early spring of 2016), each assessed property

owner will be provided this information and an opportunity to be heard before the Council. The payment of these assessments can be made by agreement with the Town over a period of up to 10 years.

Finally, I want to thank everyone with their patience and understanding while we are completing this project. When completed, the construction of these additional sewer lines will be a real step forward in the Town's legal responsibility and efforts to help diminish the amount of pollutants that eventually migrate and drain from this overall area into the protected waters of the Spruce Creek Watershed. The project will also substantially enhance and expand the Town's overall sewerage collection and treatment system capabilities.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'George Kathios', with a long horizontal line extending to the right.

George Kathios
Superintendent



MEMORANDUM

DATE: July 8, 2015
TO: George Kathios
FROM: David Peterson, Gus O'Leary
CC: Dana Lee, Eliot Town Manager
SUBJECT: Kittery Infrastructure Improvements & Sewer Extension Projects
Progress Report for the period 5/25/2015 through 6/28/2015

This Memorandum serves as a status report of work we have completed in June and work anticipated to be completed in July 2015 for the Kittery Infrastructure Improvements Project and the Sewer Extension Project. We suggest you share it with the Town Manager, Town Council, and others.

WASTEWATER INFRASTRUCTURE IMPROVEMENTS CONSTRUCTION SERVICES

Note that there are two subprojects under this improvement project:

- 1) upgrades to two of the Town's 21 pump stations - Pump Station Nos. 6 and 8
- 2) upgrades to the wastewater treatment facility and to the Town's other 19 pumping stations

The following work was completed during the period ending June 28, 2015:

- A. Pump Station 6 & 8 Construction
 - Coordinated the Contractor's final painting work.
- B. Water Pollution Control Facility and Pump Station Construction
 - Attended a construction progress meeting with the Town and the Contractor on June 25, 2015
 - Received and reviewed the Contractor's submittals and resubmittals for the head works grit baffle, ductwork in the new septage facilities, and the motor actuated valves.
 - Reviewed and processed the contractor's Pay Requisition No. 8.
 - Coordinated with the Contractor on site paving issues.
 - Developed and submitted an air emissions license application package for the plant backup generator.
 - Coordinated with the Contractor on the catch basin requested by DEP.
 - Provided resident representative observation of the contractor's work.

During July 2015, the following activities are anticipated:

- A. Pump Stations 6 & 8 Construction
 - Drafting and submitting record drawings from the contractors red lines.



MEMORANDUM

B. Water Pollution Control Facility and Pump Station Construction

- Review resubmittals of the Headworks baffle wall and miscellaneous metals
- Attend the monthly construction progress meeting
- Observe the grit classifier structural support steel installation in the Headworks
- Provide resident observation of the contractor's work

SEWER EXTENSIONS PROJECT CONSTRUCTION SERVICES

The following work was completed during the period ending June 28, 2015

- Coordinated with Central Maine Power to obtain approval for proposed sewer alignment shift in the cross-country corridor.
- Provided a legal description and easement plan for new Town easement near the WWTF on CMP property.
- Re-issued revised drawing Sheets C-01 through C-06 with updated proposed sewer alignment.
- Attended a construction progress meeting with the Town and the Contractor on June 25, 2015. Kleinfelder developed an Agenda and meeting notes and distributed them to all parties.
- Reviewed and processed the contractor's Pay Requisition No. 2.
- Provided resident representative observation of the contractor's work.
- Kleinfelder continued to review shop drawings and RFIs as they are submitted by Sargent.
- Potential changes associated with Change Order #2 were developed and drafted. Change Order #2 has yet to be issued. The items include:
 - Provision to install trench dams.
 - Change out of pipe insulation from pre-wrapped pipe to Styrofoam board insulation was approved.
 - Decided to add a safety handrail along the Martin Road PS retaining wall.
 - Change manhole frames/covers in cross-country to be flush to ground and water tight. Air release valve structures associated with the force main to remain 18-inches above grade.
 - Realign portions of the cross-country sewer to optimize design and avoid ledge.
 - Provide SDR 21 PVC pipe and adapters at water main crossings per KWD requirements.

During July 2015, the following activities are anticipated:

- Kleinfelder's Resident Project Representative will remain on site throughout the duration of construction.
- Continue to review shop drawings and RFIs as they are submitted by Sargent.
- Provide documentation to DEP for compliance with SRF funding.
- Monitor rock quantities and the status of the construction contingency in order to make a determination whether or not the Town can restore the remaining work in Stevenson Road to the Contract.

Paving List 2015-16

South Eliot RD (103)	Eliot line to Gray Lodge Reclaim Base Overlay Gray Lodge to Old Dennett South Shim and overlay
Pepperrell RD	Kittery Point Bridge to Tenney Hill Shim
Tenney Hill	Tenney Hill to Brave Boat Harbor
Brave Boat Harbor	Brave Boat Harbor to York Line shim
Sterling RD/Laurel Ave	Overlay
Crockett Neck RD	Haley RD to Pepperrell RD Overlay
Cutts RD	RD1 to Betty Welch shim and overlay
Betty Welch RD	Cutts Rd to York line shim and overlay
Remick Lane	Cutts RD to Private Way shim and overlay
Old Ferry LN	Whipple RD to Bowen shim and overlay
Bowen RD	Whipple RD to end shim and overlay
Tilton Ave	Whipple RD to End Shim and overlay
Picott RD	Wilson RD to Causeway shim and overlay Causeway to Kelsey LN reconstruction Kelsey LN to Cutts RD shim and overlay
Kittery Fire Station	Parking lot overlay

This is the list we are Grinding & Paving

Pepperrell RD (Fort McClary) this we need to fix before we shim 103

Chauncey Creek RD

Old Armory Way

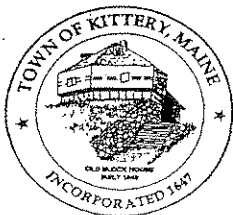
Haley RD

Old Post RD

Cook ST

Dennett RD

We have more for this list. We will need to see how we progress with time and other work scheduled.



TOWN OF KITTERY
Office of the Town Clerk
P. O. Box 808
Kittery, Maine 03904
207-439-0452 ext. 328

APPLICATION FOR SPECIAL ACTIVITY/AMUSEMENT PERMIT
(Pursuant to 28-A M.R.S.A. Sec. 1054)

Name, address and legal status of individual(s) or entity seeking to hold permit:

Tributary Brewing Co., LLC
5 Winding Brooke Ln., S. Berwick, ME 03908

Name and mailing address of the premises where the special activity/amusement will occur:

Tributary Brewing Company
10 Shepleigh Rd., Ste. A, Kittery, ME 03904

Mailing address and telephone number of owner of the real estate: Driscoll Realty
PO Box 210, Kittery Point 03905 439-7502

Describe the specific portion of the premises where the special activity/amusement will occur:

The tasting room

Set forth the specific time periods between which the special activity/amusement will occur:

~~#~~ Tasting Room hours - 12-11 pm Wed-Sat.
1-9 pm Sundays

Describe the specific activity or type of amusement for which the permit is requested:

Bands or DJ with potential for dancing

Has any individual(s), partner(s), majority shareholder(s) of the business entity, seeking to hold this permit, been convicted of a felony or had any similar type of amusement or activity permit been denied or revoked within the past ten (10) years by any other municipal or state authority, agency or board? Yes ☐ No ☒

If so, give the state of conviction for any felony and describe specifically the circumstances of any such denial or revocation giving the state or city and date of such denial or revocation:

Give any additional information to support your request for the permit sought herein:

As part of this application process, the individual or business entity seeking the permit herein acknowledges that the Municipal Officers, pursuant to 28-A M.R.S.A. Subsection 1054(7) may suspend or revoke the permit applied for herein on the grounds that the activity or amusement constitutes a detriment to the public health, safety or welfare, or violates municipal ordinances or regulations.

Give the authority and legal relationship of the applicant signing below to the entity seeking permit:

Owner and Business Manager

NOTE: In granting this permit, the Town relies on the accuracy and truth of the facts represented herein. Any misleading or incorrect information set forth in this application shall be grounds for denial or immediate revocation of the permit issued. By signing this application, the applicant represents the truth of the facts herein stated.

DATE OF APPLICATION: 6/18/15

SIGNATURE OF APPLICANT: Galen M. Mott

APPLICANT'S NAME: Galen M. Mott
(please print)

ADDRESS: 5 Winding Brooke Ln., S. Berwick 03908
(please print)

TELEPHONE NUMBER: 207 703-0093

FEE: \$20.00 per year Must be renewed annually with liquor license.

PLEASE SUBMIT THIS FORM AND APPROPRIATE FEE TO THE TOWN CLERK'S OFFICE



TOWN OF KITTERY
200 Rogers Road, Kittery, ME 03904
Telephone: 207-475-1329 Fax: 207-439-6806

REPORT TO TOWN COUNCIL

Meeting Date: July 13, 2015
From: Nancy Colbert Puff, Town Manager *NC*
Subject: Renewal of Lease Purchase Agreement on Copiers¹

EXECUTIVE SUMMARY

For many years the Town has worked with Specialized Purchasing Consultants Corp. (SPC) for copiers and printers on a lease purchase replacement basis with equipment placed under a cost per copy basis supplying toner, parts and repair and maintenance services. The lease purchase agreement requires vote by the Town Council for the equipment listed in the Attachment entitled "Five Year Equipment Replacement Schedule." Total projected 5-year savings as a result of this program is \$31,424.06.

STATEMENT OF NEED

Through the SPC program of supplying departments with properly sized copiers, the life expectancy is projected on a maintenance basis with replacement on copiers and printers. The cost per copy program terminates when the copier comes off the maintenance agreement and is replaced with a new copier that fits the needs of the department or facility at that time.

BACKGROUND

The Town has been under the lease purchase replacement program with SPC for over a decade with copiers replaced following the lease term through a volume bid by SPC of hundreds of machines for clients such as school, special districts and municipalities around New England. Lease payments have stabilized over the year to a known amount. All machines are on a per copy basis that provides maintenance, repairs, parts and toner. Because SPC does volume equipment in their bids, prices are considerably lower than purchasing by Kittery alone.

FACTS BEARING ON THE EQUATION

The rotation out of copier equipment ensures technology is kept current at approximately the same lease pricing each year. The cost per copy program with the copiers and printers also ensures that the equipment is maintained with the guarantee that if not repaired or operating properly it is replaced by SPC. Several copiers are in need of replacement as listed in replacement schedule. This program is considered to be the appropriate way to proceed with replacing copier equipment.

CURRENT SITUATION

Town Council's approval is requested.

¹ Much of this report was taken from a Report to Council submitted on Sept. 6, 2010 by former Town Manager Johnathan Carter, as the circumstances continue to be valid – only the leasing cost and inventory has changed.

PROPOSED SOLUTION/RECOMMENDATION

The Town Manager requests Council consider the prepared motion to obtain the Lease Purchase loan.

RATIONALE FOR THE PROPOSED SOLUTION (INCLUDING COSTS)

The total annual cost for this lease and service contract, across departments, is \$18,547.22 (increased by 3.5% in years 2-5), which is a \$6,284.81 annual savings from our current spending.

Kittery, Town of
 200 Rogers Road
 Kittery, ME 03904

7/8/2015 11:03:23 AM

Total Bid Analysis

Based on 442,020 Copies per Year beginning with 2015 - 2016 Budget Year

Vendor(s): KMBS with Konica Minolta Copiers only

Analysis done on an Annual Basis...Projected over 5 Years

Proposed Cost				Present Cost*
Cost Category	First Year	Second Year 3.5% CPI	Average 5 years #	
Service & Supplies Color	\$5,251.40	\$5,435.20	\$6,485.48	\$6,082.89
Service & Supplies Black	\$1,091.74	\$1,129.95	\$1,122.31	\$1,574.46
5 Year Muni Lease	\$12,204.08	\$12,204.08	\$12,204.08	\$13,224.68
Forced Upgrades *	\$0.00	\$0.00	\$0.00	\$3,950.00
Totals	\$18,547.22	\$18,769.23	\$19,811.86	\$24,832.03
Annual Cost Savings	\$6,284.81	\$6,062.80	\$5,020.16	
Five-Year Cost Savings	\$31,424.06	\$30,314.01	\$25,100.82	

Present Cost Budget Categories 'Black Service and Supplies', 'Color Service and Supplies' and Equipment.

* Forced Upgrades are costs that will be incurred in the future due to age, annual volume, and/or current meter reading. These funds may or may not be in your current budget; however, they should be.

Service & Supplies: Include service and all consumables except staples and paper. Since SPC recommends doing an onsite inspection every two years, followed by putting your Service & Supply contract out to bid, your average cost will stay within this range. In fact, in most cases, due to the competitive nature of this market, it will fall below this average if your volume remained the same.

Proposed Lease Cost Breakdown: There will be a total of Six payments. Your first payment will be in the form of a down payment of , which will be due August 3, 2015. The projected cost savings from all cost centers in this year's budget should help offset any down payment. Your First of Five annual lease payments will be due on August 1, 2016 . Subsequent annual payments will be due on the August 1'st anniversary date. The lease payment is made up of the vendor's equipment cost, the municipal interest, any buyouts if necessary and SPC's 11% processing fee. A complete breakdown of your lease payment is available upon request.

Proposals: KMBS Copiers Only

**Kittery Town
Nancy Colbert-Puff
200 Rogers RD.
Kittery, ME 03904**

Five-Year Basis beginning with the 2015/2016 Fiscal Year

Copies-per-Year: 777,960

Present vs. Proposed Recommendations as of 8/2/2015

PRESENT SITUATION

- 1) Guarantees on Photocopiers...6/30/2016
- 2) Annual Price Ceilings Left...6/30/2016
- 3) High Volume Console Units...2
- 4) Units to be Traded...8
- 5) Photocopiers...10
 Computer Interfaced...5
- 6) Network Printers....27 w/ 2 Color
- 7) Color Photocopiers Networked ...3
 Total number of Units...37
- 8) Duplex's...5
- 9) Sorter's...37
- 10) Finisher's...6

PROPOSED SITUATION

- 1) Guarantees for both New, Recons & Used Photo's...Five+ Years
- 2) 5% or CPI Annual Ceilings, whichever is less...Five+ Years
- 3) High Volume Console Units with 3 Million plus...1
- 4) Replaced 8 New
- 5) Photocopiers...9
 Computer Interfaced...8 with Print &-Or Color Scan with Hard Drive
- 6) Network Printers...27 w/2 Color (#26 Not Under Contract)
- 7) Low Cost Color Photocopiers Networked...5
 Total number of Units...37
- 8) Duplex's... 9
- 9) Sorter's... 37
- 10) Finisher's... 6

Capital:

Presently, you have one municipal lease that will be paid off on 8-2-2015. With the new arrangement, you will again have one 'municipal' master lease at 2.89% interest. Your first of five annual lease payments will be due on August 1st 2016. A legal opinion from SPC's bond counsel (John Larouche in Augusta ME) will be done on this lease transaction. This will assure that all documents are prepared correctly and signed by the appropriate municipal and bank officials, and that the lease purchase is a tax-exempt obligation with no premium payable by the Town for prepayment. At your own expense, you can have your own bond counsel also review the documents which would simply duplicate this service.

Service & Supplies:

Considering all of your consumable cost centers including service you are averaging \$0.006182 for black and \$0.063831 for Color. The new contract will come in at a CPC of \$0.004145 for Black and \$0.051464 for Color.

Vendor Packages:

SPC has brought to you Six different vendor combinations, matching up the best technology available to meet your needs. We would like to highlight the most qualified bid combination, which is KMBS (Current Vendor) with Konica Minolta Photocopiers.

<u>Cost Center</u>	<u>Present</u>	<u>Proposed</u>
1. Service & Supplies Color Photo only	\$6,082.89	\$5,251.40
2. Service & Supplies Black Photo only	\$1,574.46	\$1,091.74
3. Annual Muni Lease	\$13,224.68	\$12,204.08
4. Forced Upgrade	<u>\$3,950.00</u>	<u>\$00.00</u>
Totals	\$24,832.03	\$18,547.22
Annual Cost Savings		\$6,284.81
Five Year Cost Savings		\$31,424.06

The successful bidders will have a blanket servicing contract that includes all consumables excluding only staples and paper for all of the equipment that is under their factory authorized ability to service. They will provide one easy 'Cost per Copy' billing plan done twice a year in July & January with a reconciliation invoice in June. Your service contract will be fixed through **June 30th 2016**. A contract extension has been negotiated for four more years, which will have an annual price ceiling of five percent or CPI, whichever is less. You however, only commit funds for one-year at a time to the servicing vendor. And even this scenario allows you to upgrade, lowering the service costs, if it is to your advantage to go out to bid at any time. SPC will set up both the service-supply contracts and the warranty cards with the successful bidding vendors.

Security package: Wiping out old data on trade out units has been included in the package.

Kittery, Town of

Compound Period : Annual

Nominal Annual Rate : 2.890 %

CASH FLOW DATA

Event	Date	Amount	Number	Period	End Date
1 Loan	08/02/2015	56,067.09	1		
2 Payment	08/01/2016	12,204.08	5	Annual	08/01/2020

AMORTIZATION SCHEDULE - Normal Amortization

Date	Payment	Interest	Principal	Balance
Loan 08/02/2015				56,067.09
2015 Totals	0.00	0.00	0.00	
1 08/01/2016	12,204.08	1,620.34	10,583.74	45,483.35
2016 Totals	12,204.08	1,620.34	10,583.74	
2 08/01/2017	12,204.08	1,314.47	10,889.61	34,593.74
2017 Totals	12,204.08	1,314.47	10,889.61	
3 08/01/2018	12,204.08	999.76	11,204.32	23,389.42
2018 Totals	12,204.08	999.76	11,204.32	
4 08/01/2019	12,204.08	675.95	11,528.13	11,861.29
2019 Totals	12,204.08	675.95	11,528.13	
5 08/01/2020	12,204.08	342.79	11,861.29	0.00
2020 Totals	12,204.08	342.79	11,861.29	
Grand Totals	61,020.40	4,953.31	56,067.09	



Specialized Purchasing Consultants

Kittery, Town of

Nancy Puff

200 Rogers Road

Kittery, ME 03904

Five-Year Equipment Replacement Schedule

Kittery, Town of	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date	Estimated Life	Date Introduced	Estimated Life	Date Introduced	
Room	Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP_Address:	
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				

1	Kittery Fire Dept Gorges Road	Konica Minolta BH161f Black Laser MFP 16 CPM Sort-CIF-Print Dig Dup RADF Scan Sort	Table Top KM BH2SE 25 CPM RADF Duplex CIF-Print-Scan-Fax-Post Script	New	New	New	New
0		13,640 (Trade) 200,000 09/05	500,000	9/1/2013			
	Black Vol:	3,168	50010673 /	3,168	KMBS		

3	Kittery Fire Dept Kittery Point	Konica Minolta BH161f Black Laser MFP 16 CPM Sort-CIF-Print Dig Dup RADF Scan Sort	Table Top KM BH2SE 25 CPM RADF Duplex CIF-Print-Scan-Fax-Post Script	New	New	New	New
0		3,843 (Trade) 200,000 09/05	500,000	9/1/2013			
	Black Vol:	1,449	50010677 /	1,449	KMBS		

Proposed Annual Volume for Kittery Fire Dept 4,617

NOTE: FIN = Finisher; CIF = Computer Interface; M = Move; F = From; T = Trade;

C/O = Close Out; CPM = Copies per Minute; N/C = No Charge Exchange;

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Kittery, Town of	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
Building Name	Present Meter/Survey Date	Estimated Life	Date Introduced			
Room	Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP Address:	
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				

4	Kittery Highway Dept Front Office	Konica Minolta BHC253 Color Photocopier	Color Photo KM BHC364 36 CPM	New	New	New	New
		25 CPM RADF Duplex 1,000 Sheets	RADF Duplex 4-Paper Drawer 11 X 17				
		Paper Finisher 3-Hole Punch Fax	Finisher 3-Hole CIF-Print-Scan-Post				
			Script-Hard Drive for Secure Print				
0		15,585 (Trade)	750,000	6/1/2012			
		500,000					
Black Vol:	18,864	A02E011000081 / 192.168.0.180			192.168.0.180		
Color Vol:	6,658		18,864 KMBS				
			6,658				

Proposed Annual Volume for Kittery Highway Dept

18,864

8	Kittery Municipal Office Administration	Konica Minolta BH601 Black Photocopier	Color Photo KM BHC554E 55 CPM	New	New	New	New
		60 CPM RADH Duplex LCT-1,500+	RADF Duplex 4-Paper Drawer 11 X 17				
		Paper Finisher 3-Hole Punch CIF-Print-Scan-Fax-Post Script 400 lb Console	Finisher 3-Hole Punch CIF-Print-Scan-Fax-Hard Drive for Secure Print				
0		486,184 (Trade)	3,000,000	8/1/2012			
		3,000,000					
Black Vol:	100,837	A0PP011009777 / 192.168.0.17			192.168.0.17		
			100,837 KMBS				

12	Kittery Municipal Office Planning	Konica Minolta BHC5501 High Production	Color Photo KM BHC554E 55 CPM	New	New	New	New
		Color Photocopier 55 CPM Color High	RADF Duplex 4-Paper Drawer 11 X 17				
		Production Photo RADH Duplex 4-Drawer	Saddle Stitch Finisher 3-Hole Punch				
		Paper Saddle Stitch Fold Finisher 3-Hole Punch CIF-Print-Scan	CIF-Print-Scan-Hard Drive for Secure Print				
0		665,447 (Trade)	3,000,000	8/1/2012			
		3,000,000					
Black Vol:	85,536	A0U1011000783 / 192.168.0.30			192.168.0.30		
Color Vol:	44,639		85,536 KMBS				
			44,639				

NOTE: FIN = Finisher; CIF = Computer Interface; M = Move; F = From; T = Trade;
C/O = Close Out; CPM = Copies per Minute; N/C = No Charge Exchange;

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Kittery, Town of	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date	Estimated Life	Date Introduced			
Room	Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP_Address:	
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				

13	Kittery Municipal Office Planning	Canon IR 2200 Black Photocopier 22 CPM Sort 1,000 Sheets Coin-Op	KM BH224E 22 CPM Black Photo Sort Coin Op	New	New	New	New
0	27,952 (Trade)	500,000 06/01	500,000	11/1/2013			
Black Vol:	990	MPG77582 /	990	KMBS			

Proposed Annual Volume for Kittery Municipal Office

187,363

29	Kittery Police Dept Main Office	Konica Minolta BH454 Black Photocopier 45 CPM RADH Duplex LCT-1,500+ Paper Finisher 3-Hole Punch CIF-Print-Scan-Fax-Post Script 400 lb Console	Color Photo KM BH464E 46 CPM RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch CIF-Print-Scan-Fax-Hard Drive for Secure Print	New	New	New	New
0	18,822 (Move 36)	1,000,000 07/12	1,000,000	7/1/2012			
Black Vol:	49,534	A61E011006489 / 131.1.22.103	A61E011006489	49,534	KMBS		131.1.22.103

Proposed Annual Volume for Kittery Police Dept

49,534

34	Kittery Recreation Dept Rec Office	Konica Minolta BHC452 Color Photocopier 45 CPM RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch CIF-Print-Scan-Hard Drive for Secure Print	Color Photo KM BH464E 46 CPM RADF Duplex 4-Paper Drawer 11 X 17 Finisher 3-Hole Punch CIF-Print-Scan-Fax-Hard Drive for Secure Print	New	New	New	New
0	711,433 (Trade)	1,000,000 09/09	1,000,000	7/1/2012			
Black Vol:	70,626	AOP2011007992 / 192.168.3.45	70,626	KMBS			192.168.3.45
Color Vol:	53,826		53,826				

Proposed Annual Volume for Kittery Recreation Dept

70,626

NOTE: FIN = Finisher; CIF = Computer Interface; M = Move; F = From; T = Trade;
C/O = Close Out; CPM = Copies per Minute; N/C = No Change Exchange;

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Kittery, Town of	Present Equipment	1st Year Equipment	2nd Year	3rd Year	4th Year	5th Year
BuildingName	Present Meter/Survey Date	Estimated Life	Date Introduced			
Room	Estimated Life	Date Introduced	Serial Number	Vendor ID	Proposed IP_Address:	
# Students	Serial Number / Present IP Address	Projected Black Volume				
Annual Volume	Special Notes	Projected Color Volume				
<hr/>						
35 Kittery Sewer Dept	Konica Minolta MC4750DN Color	Konica Minolta MC4750DN - 31 CPM	KM 4750	KM 4750	KM 4750	KM 4750
Main Office	Network Printer 31 CPM Duplex Sort CIF- Print-Post Script	Duplex Sort CIF-Print-Post Script				
0	750,000 09/10	750,000 9/1/2010				
Black Vol:	A0VD012000165 /	A0VD012000165				
Color Vol:	9	57 KMBS				
		9				
<hr/>						
36 Kittery Sewer Dept	Toshiba E-603T Black Photocopier 60	Konica Minolta BH454 - CPM 1	KM 454	KM 454	KM 454	KM 454
Main Office	CPM RADH Duplex Finisher 3-Hole Punch CIF-Print-Scan	RADH Duplex L,CT-1,500+ Paper Finisher 3-Hole Punch CIF-Print-Scan- Fax-Post Script 400 lb Console				
0	572,156 (Trade)	1,000,000 7/1/2012				
	3,000,000 01/08	A61E011006489				
Black Vol:	5,827 CQC825290 / 192.168.1.17	5,827 KMBS				
		(From 29)				
<hr/>						
Proposed Annual Volume for Kittery Sewer Dept			5,884			

NOTE: FIN = Finisher; CIF = Computer Interface; M = Move; F = From; T = Trade;
C/O = Close Out; CPM = Copies per Minute; N/C = No Charge Exchange;

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Kittery, Town of
200 Rogers Road
Kittery, ME 03904

	PRESENT	PROPOSED
Black Photocopiers	157,188	6,817
Black Photocopiers - Existing - Recon	0	0
High Production Black Photocopiers	0	0
Color Photocopiers - Black Volume	89,490	325,397
Color Photocopiers - Color Volume	60,484	105,123
Color Photocopiers - Existing - Recon	0	0
High Production Color Photocopiers	44,639	0
Black Network Printers	0	0
Black Laser MFP	4,617	4,617
Color Network Printers - Black Volume	57	57
Color Network Printers - Color Volume	9	9
Color Laser MFP - Black Volume	0	0
Color Laser MFP - Color Volume	0	0
Color Ink Jet Local Printers - Black Volume	0	0
Color Ink Jet Local Printers - Color Volume	0	0
Color Ink Jet MFP - Black Volume	0	0
Color Ink Jet MFP - Color Volume	0	0
<i>Total Black Volume</i>	336,888	336,888
<i>Total Color Volume</i>	105,132	105,132
TOTALS	442,020	442,020

Recommended Vendor(s): KMBS with Konica Minolta Copiers only

Upgrade Date on 8/2/2015

BLACK VOLUME

Vendor/Equipment	Proposed 100% Volume	Cost Per Copy	Proj Full-Year Billing
KMBS Color Photocopier	325,397	\$0.00320	\$1,041.27
KMBS Color Network Printer	57	\$0.00613	\$0.35
KMBS Black Photocopier	6,817	\$0.00320	\$21.81
KMBS Black Laser MFP	4,617	\$0.00613	\$28.30
Sub Totals	336,888	\$0.00324	\$1,091.74

COLOR VOLUME

Vendor/Equipment	Proposed 100% Volume	Cost Per Copy	Proj Full-Year Billing
KMBS Color Network Printer	9	\$0.05625	\$0.51
KMBS Color Photocopier	105,123	\$0.04995	\$5,250.89
KMBS Color Photocopier	105,132	\$0.04995	\$5,251.40
Sub Totals	105,132	\$0.04995	\$5,251.40

COMBINED BLACK & COLOR VOLUME & COST

Proposed 100% Volume	Avg Cost Per Copy	Proj Full-Year Billing
Total Billing	442,020	\$0.01435
		\$6,343.14

July 13, 2015 – Municipal Facilities Capital Improvement Projects

Motion to be Made, Seconded and Voted: I move that the Council adopt the resolution entitled, “Resolution Authorizing Issuance of Bonds, and Temporary Notes in Anticipation of Bonds, in the Principal Amount of \$958,015 to Fund Municipal Facilities Capital Improvement Projects.”

**RESOLUTION AUTHORIZING ISSUANCE OF BONDS, AND TEMPORARY NOTES
IN ANTICIPATION OF BONDS, IN THE PRINCIPAL AMOUNT OF \$958,015 TO
FUND MUNICIPAL FACILITIES CAPITAL IMPROVEMENT PROJECTS**

The Town Council of the Town of Kittery (the “Council”) hereby resolves as follows:

That pursuant to the “Ordinance Authorizing Town of Kittery \$958,015 Bond Issue to Fund Municipal Facilities Capital Improvement Projects,” (the “Ordinance”) which Ordinance was the subject of a public hearing held by the Council on April 13, 2015, and approved by the Town’s voters at a referendum election held on June 9, 2015, the Town is authorized to issue bonds, and temporary notes in anticipation of the bonds (hereinafter, respectively, the “Bonds” and the “Temporary Notes”) in a principal amount not to exceed \$958,015;

That on behalf of the Town and in accordance with the terms of the Ordinance, the Bonds and the Temporary Notes be executed and issued by Treasurer and countersigned by the Chair of the Council, and that the Treasurer, Chair of the Council, Clerk and other proper officials of the Town are authorized to do or cause to be done all such acts and things, not inconsistent with the Ordinance, as may be necessary or desirable to effect the issuance, sale, execution and delivery of the Bonds and the Temporary Notes, and all such acts and things previously done by them are ratified in all respects; and

That an attested copy of this Resolution and the Ordinance be included with the minutes of this meeting.

Dated July 13, 2015, by a majority of the members of the Town Council:

_____	_____
_____	_____
_____	_____

A true copy, attest:

Maryann Place, Town Clerk

July 13, 2015 – Road Infrastructure Capital Improvement Projects

Motion to be Made, Seconded and Voted: I move that the Council adopt the resolution entitled, “Resolution Authorizing Issuance of Bonds, and Temporary Notes in Anticipation of Bonds, in the Principal Amount of \$1,300,000 to Fund Road Infrastructure Capital Improvement Projects.”

**RESOLUTION AUTHORIZING ISSUANCE OF BONDS, AND TEMPORARY NOTES
IN ANTICIPATION OF BONDS, IN THE PRINCIPAL AMOUNT OF \$1,300,000 TO
FUND ROAD INFRASTRUCTURE CAPITAL IMPROVEMENT PROJECTS**

The Town Council of the Town of Kittery (the “Council”) hereby resolves as follows:

That pursuant to the “Ordinance Authorizing Town of Kittery \$1,300,000 Bond Issue to Fund Road Infrastructure Capital Improvement Projects,” (the “Ordinance”) which Ordinance was the subject of a public hearing held by the Council on April 13, 2015, and approved by the Town’s voters at a referendum election held on June 9, 2015, the Town is authorized to issue bonds, and temporary notes in anticipation of the bonds (hereinafter, respectively, the “Bonds” and the “Temporary Notes”) in a principal amount not to exceed \$1,300,000;

That on behalf of the Town and in accordance with the terms of the Ordinance, the Bonds and the Temporary Notes be executed and issued by Treasurer and countersigned by the Chair of the Council, and that the Treasurer, Chair of the Council, Clerk and other proper officials of the Town are authorized to do or cause to be done all such acts and things, not inconsistent with the Ordinance, as may be necessary or desirable to effect the issuance, sale, execution and delivery of the Bonds and the Temporary Notes, and all such acts and things previously done by them are ratified in all respects; and

That an attested copy of this Resolution and the Ordinance be included with the minutes of this meeting.

Dated July 13, 2015, by a majority of the members of the Town Council:

_____	_____
_____	_____
_____	_____

A true copy, attest: _____
Maryann Place, Town Clerk

July 13, 2015 – School Facilities Improvement Projects

Motion to be Made, Seconded and Voted: I move that the Council adopt the resolution entitled, “Resolution Authorizing Issuance of Bonds, and Temporary Notes in Anticipation of Bonds, in the Principal Amount of \$821,817 to Fund School Facilities Capital Improvement Projects.”

**RESOLUTION AUTHORIZING ISSUANCE OF BONDS, AND TEMPORARY NOTES
IN ANTICIPATION OF BONDS, IN THE PRINCIPAL AMOUNT OF \$821,817 TO
FUND SCHOOL FACILITIES CAPITAL IMPROVEMENT PROJECTS**

The Town Council of the Town of Kittery (the “Council”) hereby resolves as follows:

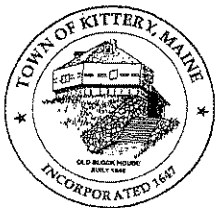
That pursuant to the “Ordinance Authorizing Town of Kittery \$821,817 Bond Issue to Fund School Facilities Capital Improvement Projects,” (the “Ordinance”) which Ordinance was the subject of a public hearing held by the Council on April 13, 2015, and approved by the Town’s voters at a referendum election held on June 9, 2015, the Town is authorized to issue bonds, and temporary notes in anticipation of the bonds (hereinafter, respectively, the “Bonds” and the “Temporary Notes”) in a principal amount not to exceed \$821,817;

That on behalf of the Town and in accordance with the terms of the Ordinance, the Bonds and the Temporary Notes be executed and issued by Treasurer and countersigned by the Chair of the Council, and that the Treasurer, Chair of the Council, Clerk and other proper officials of the Town are authorized to do or cause to be done all such acts and things, not inconsistent with the Ordinance, as may be necessary or desirable to effect the issuance, sale, execution and delivery of the Bonds and the Temporary Notes, and all such acts and things previously done by them are ratified in all respects; and

That an attested copy of this Resolution and the Ordinance be included with the minutes of this meeting.

Dated July 13, 2015, by a majority of the members of the Town Council:

A true copy, attest: _____
Maryann Place, Town Clerk



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
JUL 08 2015

BY: 4:08 pm

PLEASE CHECK APPROPRIATE SQUARE:

☒ **APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS**

☐ **APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER**

☐ **APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE**

NAME: Jeffrey D. Thomson

RESIDENCE: 25 Old Post Rd

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: jeffdthomson@gmail.com

TELEPHONE NUMBERS: (HOME) 439-1277 (WORK) cell 752-1313

PRESENT POSITION: Trustee

PLEASE CHECK APPROPRIATE SQUARE:

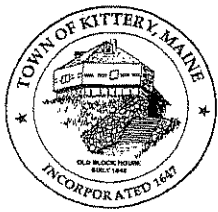
- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input checked="" type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Cable TV Rate Regulation Board | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Recycling Scholarship Selection Committee |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: Work for the Common Good

Please read the back of this application before signing.

Jeff D. Thomson
SIGNATURE OF APPLICANT

6/19/15
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
JUN 25 2015
BY: [Signature]

PLEASE CHECK APPROPRIATE SQUARE:

☒ **APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS**

☐ **APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER**

☐ **APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE**

NAME: Haren Saltus

RESIDENCE: 16 Pocahontas Rd

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: Haren@Harensaltus.com

TELEPHONE NUMBERS: (HOME) 438 9055 (WORK) _____

PRESENT POSITION: Conservation Commission

PLEASE CHECK APPROPRIATE SQUARE:

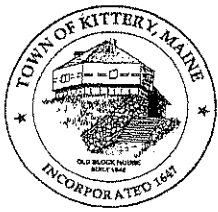
- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Cable TV Rate Regulation Board | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Recycling Scholarship Selection Committee |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: _____

Please read the back of this application before signing.

Haren Saltus
SIGNATURE OF APPLICANT

6-23-15
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904

Telephone: (207) 475-1328 Fax: (207) 439-6806

RECEIVED
JUN 29 2015
BY: 9:30 AM

PLEASE CHECK APPROPRIATE SQUARE:

- ☒ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS
- ☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER
- ☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: JEAN TREACY

RESIDENCE: 135 Pepperrell Road, Kittery Pt., ME 03905

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: jeantreacy@gmail.com

TELEPHONE NUMBERS: (HOME) 703-0448 (WORK) —

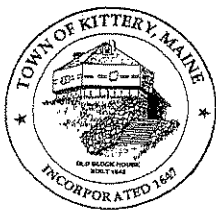
PRESENT POSITION: member of Shellfish Commission

PLEASE CHECK APPROPRIATE SQUARE:

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input checked="" type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Cable TV Rate Regulation Board | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Recycling Scholarship Selection Committee |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: _____

Please read the back of this application before signing.
Jean Treacy
SIGNATURE OF APPLICANT
6-23-05
DATE



TOWN OF KITTERY, MAINE

TOWN CLERK'S OFFICE

200 Rogers Road, Kittery, ME 03904
Telephone: (207) 475-1328 Fax: (207) 439-6806

BY: g, 90
JUN 23 2015

PLEASE CHECK APPROPRIATE SQUARE:

- ☐ APPLICATION FOR RE-APPOINTMENT TO TOWN BOARDS
- ☐ APPLICATION FOR APPOINTMENT FROM ALTERNATE TO FULL MEMBER
- ☐ APPLICATION FOR APPOINTMENT FROM FULL MEMBER TO ALTERNATE

NAME: EARL DEAN WELLS

RESIDENCE: 104 Whipple Rd

MAILING ADDRESS IF DIFFERENT FROM ABOVE: _____

E-MAIL ADDRESS: earldeanwells@myfairpoint.net

TELEPHONE NUMBERS: (HOME) 207-439-2787 (WORK) _____

PRESENT POSITION: Chair - Conservation Commission

PLEASE CHECK APPROPRIATE SQUARE:

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Port Authority | <input type="checkbox"/> Mary Safford Wildes Trust |
| <input checked="" type="checkbox"/> Conservation Commission | <input type="checkbox"/> Planning Board | <input type="checkbox"/> Shellfish Conservation Comm. |
| <input type="checkbox"/> Board of Assessment Review | <input type="checkbox"/> Parks Commission | <input type="checkbox"/> Open Space Committee |
| <input type="checkbox"/> Cable TV Rate Regulation Board | <input type="checkbox"/> Personnel Board | <input type="checkbox"/> Recycling Scholarship Selection Committee |
| <input type="checkbox"/> Other _____ | | |

COMMENTS: _____

Please read the back of this application before signing.

Earl Dean Wells
SIGNATURE OF APPLICANT

6/21/2015
DATE